



**SACHI A. HAMAI**  
EXECUTIVE OFFICER

## COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION  
500 WEST TEMPLE STREET, ROOM 383  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1411 • FAX (213) 620-0636

MEMBERS OF THE BOARD

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MARK RIDLEY-THOMAS

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# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

January 08, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

6 January 8, 2013

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

Dear Supervisors:

### **CONFLICT OF INTEREST AND DISCLOSURE CODE (ALL DISTRICTS) (3-VOTES)**

#### **SUBJECT**

This letter recommends approval of the Conflict of Interest and Disclosure Codes for the Baldwin Hills Regional Conservation Authority; San Gabriel County Water District; Southern California Regional Occupational Program; Three Valleys Municipal Water District; and the Treasurer and Tax Collector to be effective the day following your Board's approval.

#### **IT IS RECOMMENDED THAT THE BOARD:**

Approve the Conflict of Interest and Disclosure Codes for the Baldwin Hills Regional Conservation Authority; San Gabriel County Water District; Southern California Regional Occupational Program; Three Valleys Municipal Water District; and the Treasurer and Tax Collector to be effective the day following your Board's approval.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommendations are necessary in order to comply with the provisions of the Political Reform Act of 1974. In accordance with the Act, the Board of Supervisors must approve a Conflict of Interest and Disclosure Code for each local government agency for which the Board of Supervisors is the code reviewing body.

Pursuant to Government Code Section 87300, every agency must adopt and promulgate a Conflict of Interest and Disclosure Code that, as the code reviewing body for Los Angeles County, the Board of Supervisors must approve before the code can then take effect. In addition, pursuant to

Government Code Section 87306, agencies are required to amend their Conflict of Interest Codes when such amendments are necessitated by changed circumstances.

### **Implementation of Strategic Plan Goals**

Approval of the attached codes broadly supports the County Strategic Goal of Operational Effectiveness.

The proposed Conflict of Interest and Disclosure Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

### **FISCAL IMPACT/FINANCING**

Local governmental agencies must have a Conflict of Interest and Disclosure Code in which designated employees are required to disclose financial interests at a level appropriate to their decision-making authority. These employees make or participate in the making of decisions that may have a foreseeable material effect on a financial interest. Adoption of a Conflict of Interest and Disclosure Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budget revenues and expenditures.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The code review staff recommends that your Board approve the Conflict of Interest and Disclosure Codes for the agencies listed below, pursuant to Government Code Section 87300.

#### **SUBSTANTIVE CHANGES:**

(Baldwin Hills Regional Conservation Authority)

- Appendix is modified with the definitions for income to include gifts, loans and travel payments.
- Adds Deputy Executive Officer to the code.

(San Gabriel County Water District)

- Exhibit "A" is modified with the definitions for income to include gifts, loans and travel payments.
- Changes the title of one (1) position.
- Adds Assistant General Manager to the code.

(Southern California Regional Occupational Program)

- Exhibit "A" is modified with the definitions for income to include gifts, loans and travel payments.
- Changes the titles of two (2) positions.

(Three Valleys Municipal Water District)

- Exhibit "A" is modified with the definitions for income to include gifts, loans and travel payments.
- Changes the titles of two (2) positions.
- Deletes the position of Administrative & Facilities Analyst from the code due to reorganization.
- Adds Executive Assistant to the code.

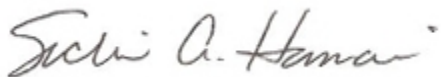
(Treasurer and Tax Collector)

- Exhibit "A" is modified with the definitions for income to include gifts, loans and travel payments.
- Changes the titles of four (4) positions.
- Deletes the position of Special Assistant, Treasurer and Tax Collector from the code due to reorganization.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approving the attached Conflict of Interest and Disclosure Codes for these agencies will further the purposes of the Political Reform Act of 1974 and will require the individuals designated in each agency's code to disclose appropriate economic interests in their Statements of Economic Interests.

Respectfully submitted,



SACHI A. HAMAI

Executive Officer, Board of Supervisors

SAH:DG:kw

Enclosures

c: Chief Executive Officer  
County Counsel

## Conflict of Interest and Disclosure Code

### **BALDWIN HILLS REGIONAL CONSERVATION AUTHORITY**

The Political Reform Act of 1974 (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted Section 18730 of Division 6 of Title 2 of the California Code of Regulations (CCR) which contains a standard conflict of interest code that may be used by public agencies. It is amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Section 18730 may be incorporated into an agency's conflict of interest code by reference.

Therefore, the terms of CCR Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference into this conflict of interest and disclosure code of the Baldwin Hills Regional Conservation Authority, along with the attached Appendix in which members and employees of the agency are designated as public officials required to make economic disclosure and in which disclosure categories are assigned to those designated members and employees.

Designated employees shall file statements of economic interests with the agency and the agency shall make the statements available for public inspection and reproduction (Government Code Section 81008). Upon receipt of the statements of the agency's governing board and administrative head, the agency shall make and retain a copy and forward the originals of these statements to the Executive Officer of the Board of Supervisors of Los Angeles County. Statements of economic interests for all other designated employees shall be retained by the agency.

# **BALDWIN HILLS REGIONAL CONSERVATION AUTHORITY**

## **Appendix**

### **DEFINITIONS**

Jurisdiction: For purposes of this conflict of interest and disclosure code, the Baldwin Hills Regional Conservation Authority's jurisdiction shall include the approximately 1,296 acre planning boundary of the Kenneth Hahn State Recreation Area, and any contiguous parcels and such other areas within a mile of Ballona Creek which are within the boundary of the Second Supervisorial District of the County of Los Angeles.

### **DESIGNATED POSITIONS**

### **DISCLOSURE CATEGORY**

Governing Board Members	1, 2, 3
Executive Officer	1, 2, 3
Deputy Executive Officer	2, 3
Consultant	4

### **GENERAL PROVISIONS**

When a designated employee is required to disclose investments and sources of income (including gifts, loans and travel payments), he/she shall disclose investments in business entities and sources of income (including gifts, loans and travel payments), which do business in the jurisdiction, plan to do business in the jurisdiction, or have done business in the jurisdiction within the past two years. In addition to other activities, a business entity is doing business within the jurisdiction if it owns real property within the jurisdiction.

Designated employees shall disclose their financial interests pursuant to the appropriate disclosure category.

### **DISCLOSURE CATEGORIES**

Category 1: All interests in real property within the jurisdiction of the Authority.

Category 2: All investments in, business positions with and income (including gifts, loans and travel payments), received from business entities and organizations that engage in land development, construction or the acquisition, sale or lease of real property within the jurisdiction of the Authority.

## **BALDWIN HILLS REGIONAL CONSERVATION AUTHORITY**

### **Appendix (Continued)**

Category 3: All investments in, business positions with and income (including gifts, loans and travel payments), received from business entities and organizations of the type utilized by the Baldwin Hills Regional Conservation Authority to provide services, supplies or materials.

Category 4: Individuals who perform under contract the duties on any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

In addition, an individual who, under contract, participates in decisions which affect financial interest by providing information, advice, recommendation or counsel to the agency which could affect financial interests shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the Executive Officer the agency.

**EFFECTIVE:**

Conflict of Interest Code  
of the

**SAN GABRIEL COUNTY WATER DISTRICT**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

## **SAN GABRIEL COUNTY WATER DISTRICT**

### **EXHIBIT "A"**

#### **CATEGORY 1**

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

#### **CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

#### **CATEGORY 3**

Persons in this category shall disclose all income (including loans, gifts, and travel payments) and business positions.

#### **CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including loans, gifts, and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

#### **CATEGORY 5**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.



**SAN GABRIEL COUNTY WATER DISTRICT**

**EXHIBIT "B"**

<b><u>Designated Positions</u></b>	<b><u>Disclosure</u></b>	<b><u>Categories</u></b>
Directors	1, 2, 3	
General Manager	1, 2, 3	
Assistant General Manager	1, 2, 3	
Finance and Administration Manager	1, 2, 3	
General Legal Counsel	1, 2, 3	
Consultant	5	

**EFFECTIVE:**

Conflict of Interest Code  
of the

**SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL PROGRAM**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

## **SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL PROGRAM**

### **EXHIBIT "A"**

#### **CATEGORY 1**

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

#### **CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

#### **CATEGORY 3**

Persons in this category shall disclose all income (including loans, gifts, and travel payments) and business positions.

#### **CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including loans, gifts, and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

#### **CATEGORY 5**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

## **SOUTHERN CALIFORNIA REGIONAL OCCUPATIONAL PROGRAM**

### **EXHIBIT "B"**

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Member, School Board	1, 2, 3
Superintendent	1, 2, 3
Deputy Superintendent	1, 2, 3
Director, Fiscal Services	4
Director, Student Support Services and Programs	4
Director, Operations and Programs	4
Director, Maintenance and Operations	4
Director, Information Technology	4
Consultant	5

**EFFECTIVE:**

Conflict of Interest Code  
of the

**THREE VALLEYS MUNICIPAL WATER DISTRICT**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Directors and General Manager/Chief Engineer and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

## **THREE VALLEYS MUNICIPAL WATER DISTRICT**

### **EXHIBIT "A"**

#### **CATEGORY 1**

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

#### **CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

#### **CATEGORY 3**

Persons in this category shall disclose all income (including loans, gifts, and travel payments) and business positions.

#### **CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including loans, gifts, and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

#### **CATEGORY 5**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

## THREE VALLEYS MUNICIPAL WATER DISTRICT

### EXHIBIT "B"

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Director	1, 2, 3
General Manager/Chief Engineer	1, 2, 3
Assistant General Manager, Administration	1, 2, 3
Chief Finance Officer	1, 2, 3
Conservation & Resource Analyst	4
Senior Financial Analyst	4
Manager of Engineering & Operations	1, 2, 3
Project Manager	4
Engineer/Assistant Engineer	4
Water Operations Manager	4
Operations Supervisor	4
Executive Assistant	4
Consultant	5

**EFFECTIVE:**

Conflict of Interest Code  
of the

**TREASURER AND TAX COLLECTOR**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by the Treasurer and Tax Collector and forward the original of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).



## **TREASURER AND TAX COLLECTOR**

### **EXHIBIT "A"**

#### **CATEGORY 1**

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

#### **CATEGORY 2**

Persons in this category shall disclose all investments and business positions.

#### **CATEGORY 3**

Persons in this category shall disclose all income (including loans, gifts, and travel payments) and business positions.

#### **CATEGORY 4**

Persons in this category shall disclose all business positions, investments in, or income (including loans, gifts, and travel payments) received from persons that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

#### **CATEGORY 5**

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

## TREASURER AND TAX COLLECTOR

### EXHIBIT "B"

<b><u>Designated Positions</u></b>	<b><u>Disclosure Categories</u></b>
Accountant II, P.A.	1, 2, 3
Accountant III, P.A.	1, 2, 3
Accounting Officer I, P.A.	1, 2, 3
Accounting Officer II, Internal Controls	2, 3
Accounting Officer III, Internal Controls	2, 3
Accounting Officer III, P.A.	1, 2, 3
Administrative Deputy II	1, 2, 3
Administrative Services Manager I	4
Administrative Services Manager II	4
Administrative Services Manager III	1, 2, 3
Assistant Treasurer and Tax Collector	1, 2, 3
Cash Management Systems Analyst	4
Cash Systems Analyst	4
Cash Management Systems Analyst, Investments	2, 3
Chief Deputy, Treasurer and Tax Collector	1, 2, 3
Chief Tax Services	1, 2, 3
Court Specialist II	5
Departmental Chief Information Officer I	4
Departmental Finance Manager II	1, 2, 3
Departmental HR Manager II	2, 3
Departmental Information Security Officer I	4
Deputy Public Conservator/Administrator I	1, 2, 3
Deputy Public Conservator/Administrator II	1, 2, 3
Estate Property Custodian, P.A.	1, 2, 3
Finance Analyst	4
Finance Analyst, Investments	2, 3
Head, Revenue and Fund Accounting, Internal Controls	2, 3
Head Staff Services, Personal Property, P.A.	1, 2, 3
Information Technology Supervisor	4

## TREASURER AND TAX COLLECTOR

### EXHIBIT "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Information Technology Manager II	4
Operations Chief	1, 2, 3
Operations Officer, Banking and Remittance Processing: Banking and Remittance	4
Principal Cash Systems Analyst, Cash Management	2, 3
Senior Accounting Systems Analyst, Internal Controls	2, 3
Senior Cash Systems Analyst, Cash Management	2, 3
Senior Deputy Public Conservator/Administrator	1, 2, 3
Senior Finance Analyst: Finance, Investments and Deferred Income	2, 3
Supervising Deputy Public Conservator/Administrator I	1, 2, 3
Supervising Deputy Public Conservator/Administrator II	1, 2, 3
Supply Officer I	4
Warehouse Worker I	4
Consultant	5

**\*NOTE** The Treasurer and Tax Collector, by law, is required to file pursuant to Government Code sSection 87200 et seq. and is, therefore, not included in the list of designated positions for this department.

**EFFECTIVE:**